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18 January 1983

MEMORANDUM FOR: Executive Assistant
Office of Personnel

25X1 FROM:

[REDACTED]
C/HRPS/OP

SUBJECT: Weekly Activities Report

1. The data base used for modeling Agency age distribution flows has now been extracted, formatted, converted into percentages, and entered into the computer. When budgetary data on strength, occupation, and grade changes is received, HRPS can begin to model manpower flows. (U)

2. A copy of the latest strength/FTE model for the DDA was sent to the DDA/Personnel Officer, through D/Pers. The model currently projects an end-of-year strength underage and FTP overage. (S)

3. HRPS was contacted by [REDACTED] (O/IG) to clarify concerns expressed over the methodology used in the draft IG report on processing. In particular, their report seemed to refer to OP's long and short range ceiling and non-ceiling projections as synonymous. The differences were specifically explained, and an offer was made to clarify any further points of uncertainty. (U) 25X1

4. HRPS has received the initial fiscal year net-outflow report structured by Career Service panels. This material should be a valuable tool in assisting OP/SPD and Career Services to formulate their manpower requirements. (U)

5. Work has now been completed on the preparation of a procedures manual for HRPS. This manual now delineates existing HRPS procedures for projecting grade changes, age flows, strength, and FTP requirements as well as techniques for producing a number of specialized projections. (U) 25X1

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